



Job Opportunity Bulletin

Consultant in Teacher Preparation (Examinations & Research)

Tenure/Time Base: Permanent/Full Time
Work Hours: 8:00 am – 5:00 pm
Office/Location: Commission on Teacher Credentialing
Professional Services Division
1900 Capitol Avenue
Sacramento, CA 95811-4213
Salary: \$5724 - \$6954/month
Final Filing Date: April 30, 2008 or Until Filled
Contact: Kathryn Polster (916) 324-8002

DUTIES:

Under the general direction of the Administrator I in the Professional Services Division, the Consultant in Teacher Preparation (Examinations and Research) performs the following:

- **Educator Assessments**-Interact with and monitor the work of testing contractors responsible for the development and/or administration of examination programs both sponsored by the Commission and adopted by the Commission from external vendors. Review, evaluate and recommend guidelines pertaining to educator examinations based on the Education Code, Commission policy, and sound evaluation strategies. Plan and/or assist in the planning and implementation of job analyses and validity studies for specified educator licensure examinations and performance assessments, including establishing and working with advisory panels convened to provide expert advice to the Commission. Review, evaluate and recommend changes to examination items as needed. Assist contractors with the selection of Bias Review Committee members as needed. Review, evaluate and recommend the information content relating to examinations available to the public through various sources including Commission leaflets and memoranda, Commission and testing contractor websites, and examination registration bulletins. Write and present Commission agenda items as needed. Prepare and/or assist in the preparation of written reports on licensure examinations and performance assessments. Develop and establish guidelines to resolve examinee complaints and appeals related to the administration of licensure examinations and performance assessments. Write and/or assist in writing contracts for examination development and administration as needed.

CONDITIONS OF EMPLOYMENT: Fingerprint Clearance is required.
Employment List Eligibility (See “WHO MAY APPLY” for instructions)

DESIRABLE QUALIFICATIONS:

- Demonstrated ability to be punctual and have good attendance
- Excellent interpersonal, organizational, analytical, research, and communication skills (both oral and written)
- Dependable with good work habits and the ability to follow oral and written directions
- Ability to learn detailed information quickly
- Ability to work independently with minimal supervision and in a team environment
- Project management experience.
- Experience in research and evaluation using quantitative approaches.
- Ability to guide and facilitate projects.
- Professional education experience.
- Experience with professional teacher preparation programs.
- Ability to handle stressful or sensitive issues with tact and diplomacy

WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are currently at the above classification or who have list, transfer, or reinstatement eligibility to the Consultant in Teacher Preparation (Examinations and Research) classification. The appointment is subject to the State Restriction of Appointment (SROA). Please visit <http://www.ctc.ca.gov/commission/employment.html> for additional information on obtaining list eligibility by completing the Supplemental Application.

IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678, and **Supplemental Application if you do not currently have list eligibility** to the above address, Attn.: Kathryn Polster. All applications must clearly indicate the basis of their eligibility (*i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility*) and include RPA No. 08-117. The applications will be screened and only the most qualified applicants will be invited for an interview.

<small>The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</small>
